

## Part C, Chapter 3 CPS Demographic Data

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## PART C, CHAPTER 3 CPS DEMOGRAPHIC DATA

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### 3.A GENERAL INSTRUCTIONS

Each month your assignment may include:

- Sample units you will visit for the first time.
- Sample units you have interviewed before.

**Examples of demographic data** you collect in the middle of the CPS interview

- relationship to reference person
- age
- marital status
- sex
- armed forces status
- educational attainment
- race and ethnicity

You collect this information in interview number 1 and verify it in interview number 5. Unless information is missing, you only ask if there are changes in other months. (You will also need to ask educational attainment in February, July and October.)

The demographic data that you collect in the instrument provides the BASIC RECORD of each sample unit. Complete it carefully.

### 3.B HOUSEHOLD ROSTER

You create the household roster by showing the relationship flashcard and asking:

"What are the names of all persons living or staying here? Start with the name of the person, or one of the persons, who owns or rents this home."

List all persons who are staying in the sample unit at the time of interview. Also, list all persons who usually live there but are temporarily away for reasons such as visiting, traveling in connection with their jobs, attending school, in hospitals, etc. Include children who live in the unit, taking particular care not to overlook infants. Also include lodgers, servants, hired hands, and similar persons who usually live there.

List visitors and other persons who are not household members if they are there at the time of interview and stayed overnight the night before the interview. You may encounter situations in which the person or persons who owns or rents the home has a usual residence elsewhere, but is/are temporarily staying in the unit.

The household roster must be created by collecting the **household members first**. Then, you should list the person(s), who are not household members, but are temporarily staying in the unit, who have a usual residence elsewhere, but actually own or rent the unit.

#### 3.B.1 The Preferred Order for Listing

1. Reference person (owner/renter of unit)
2. Spouse of reference person

3. Unmarried partner of reference person
4. Unmarried children of reference person or spouse, in order of age beginning with the oldest
5. Married sons and daughters (in order of age) and their families listed in order: son or daughter, spouse, children
6. Other relatives
7. Lodgers and other nonrelated persons

In units composed entirely of unrelated persons, list the reference person and then the rest of the household in the order the respondent gives them.

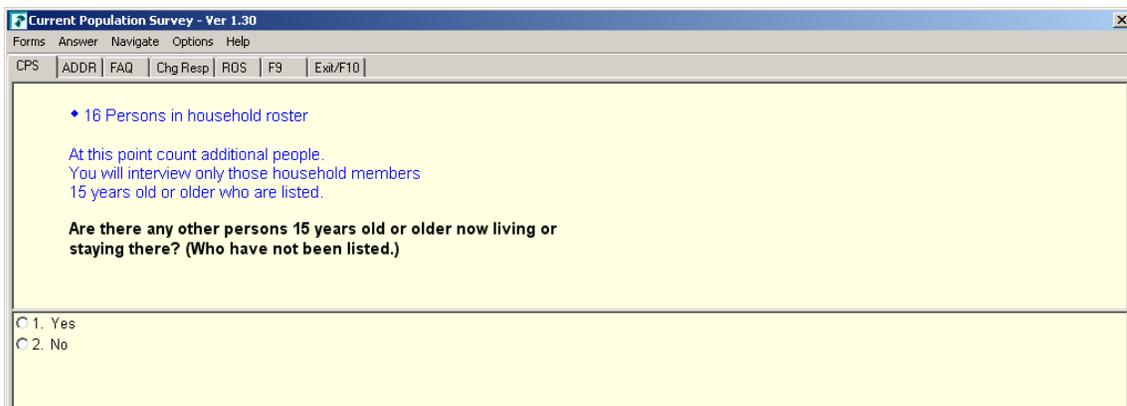
If, among "other relatives," or persons not related to the reference person, there are any married couples or persons otherwise related, arrange them the same as families of married children.

**Do not change entries** if the people are not listed in the preferred order given above.

The CPS instrument will collect demographic and labor force information for up to 16 household members. After the 16<sup>th</sup> person, in all interview number 1 and replacement households, the instrument will bring up NROS2B (Figure C11a). You will need to enter the number of additional household members in CNT2BG (Figure C11b). For all households in interview numbers 2-8, after adding the 16<sup>th</sup> person the instrument will exit the grid and continue to the next appropriate question. You will not be able to add more than a 16<sup>th</sup> person to any household.

It is important that you list adults (persons age 15 or older) first in households with more than 16 household members since they are eligible for labor force questions.

**Figure C11a.** NROS2B, Roster Greater than 16 Persons Screen



**Figure C11b.** CNT2BG, Additional Household Members Screen



### 3.C RELATIONSHIP TO REFERENCE PERSON

**Reference person.** The first household member mentioned by the respondent, who is the owner or renter of the sample unit, is the reference person. For persons occupying the sample unit without payment of cash rent, the reference person is the first household member listed who is 15 years of age or older.

The relationship data is reported based on self-identification. That is, the respondent selects the appropriate answer from the options given. However, the respondent may ask you to define some of the relationship categories, so he/she is better able to pick the right ones. Figure C12a on page C3-6 illustrates the relationship categories.

**NOTE: The response codes have changed and now reflect same-sex marriages and same-sex unmarried partners.** See codes 42-45 on Figure C12a for these new categories. Be sure to provide the respondent with the flashcard when asking this question on personal visits.

The following guidelines should help clarify when to use a few of the most difficult-to-use relationship codes.

Use code 43 or 45 (Unmarried partner) for any person who:

- is not related to the reference person,
- shares living quarters with the reference person because they have a **close, personal relationship**

- is of the same sex (code 45) **or** of the opposite sex (code 43) of the reference person, and
- may or may not be related to another person in the household.

Use code 46 (Child) for **all** children of the reference person, including natural-born (biological), adopted, and stepchildren (sons and daughters).

Use code 52 (Housemate/Roommate) for any person who:

- is not related to the reference person,
- shares living quarters with the reference person primarily to **share expenses**
- is of the same sex **or** of the opposite sex of the reference person, and
- may or may not be related to another person in the household.

Use code 53 (Roomer/Boarder) for any person who:

- is not related to the reference person,
- occupies a room or rooms in the reference person's house and pays rent for the room(s),
- may or may not receive meals from the reference person, and
- may or may not be related to another person in the household.

Persons with relationship codes 43, 45, 52, 53, and 54 (Other nonrelative of the reference person) may or may not have their own relatives in the household.

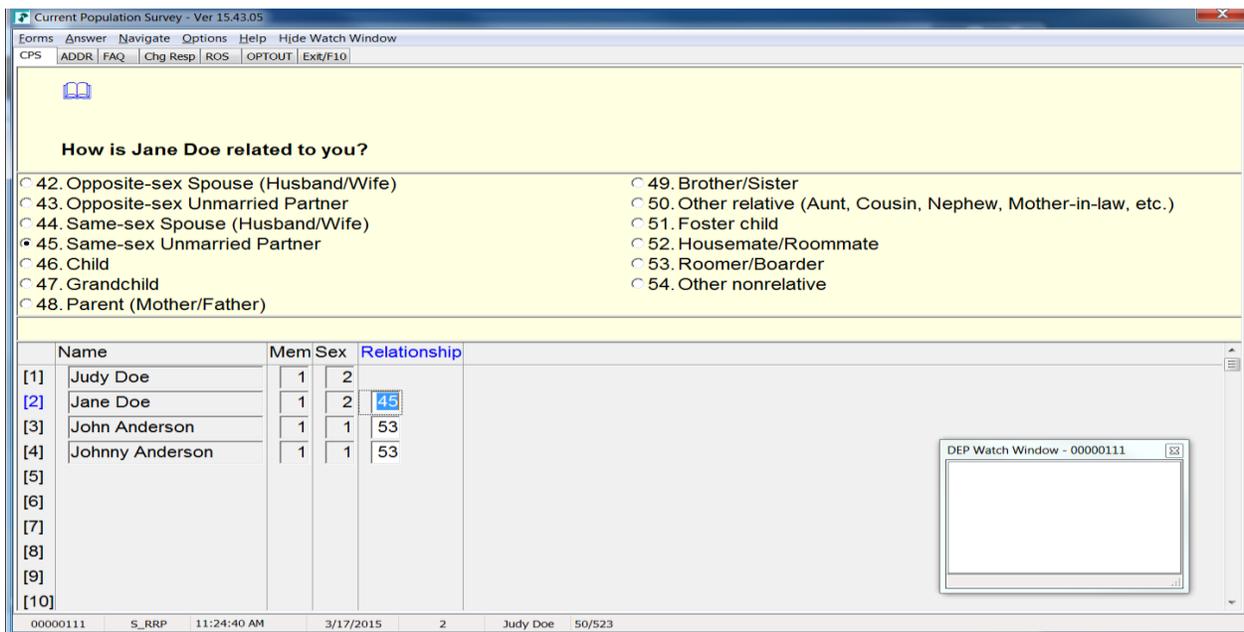
In order to determine this, you will ask

persons that have a relationship to the reference person of

- opposite-sex unmarried partner,
- same-sex unmarried partner,
- partner/roommate,
- roomer/boarder, or
- other nonrelative

if they are related to anyone else in the household (the SUBFAM item). For any of these four categories, the instrument will automatically display the SUBFAM item.

**Figure C12a.** Relationship to Reference Person



### 3.C.1 Cohabitation

If there are multiple unrelated persons over the age of 14 who are either 1) not married or 2) married with an absent spouse, who do not have a relationship code of 43 or 45 (Unmarried partner to the Reference Person), you will ask the Cohabitation question (COHAB). The Cohabitation

question, illustrated in Figure C12b, asks if the person has a boyfriend, girlfriend or partner in the household. If the response is “Yes”, you will probe to find out who the boyfriend, girlfriend or partner is and enter that person’s line number. If the response is “No” you will enter 0.

**Figure C12b. COHAB, Cohabitation Screen**

Current Population Survey - Ver 1.50 ASEC ver 1.80

Forms Answer Navigate Options Help

CPS ADDR FAQ Chg Resp RDS OPTOUT Sup Skip Per Exit/F10

**Do you have a boyfriend, girlfriend or partner in this household?**

◆ If yes, probe WHO and enter line number  
If no, enter "0"

0. No one listed  
 2. Thomas Reynolds  
 3. Maureen Griffin  
 4. Ricky Griffin  
 5. Sherry Griffin

	Name	Rel	Age	Sex	Cohab	AF Ev	AF When	At now	ED	Dip/Ged	Hgcomp	Cyc	Grprof	6+ cor	MS123
[1]	Holly Reynolds	Ref per	57	2	2	2				46					
[2]	Thomas Reynolds	Non rel	57	1	1	2				46					

### 3.D HOUSEHOLD MEMBERSHIP

The summary table for determining household membership, Table C2 on Page C3-8, provides rules for determining when to count a person as a household member.

Consider the following persons in a sample unit as household members:

- Persons, whether present or temporarily absent, whose usual place of residence at the time of interview is the sample unit.
- Persons staying in the sample unit who have no usual place of residence elsewhere.

A probe to determine whether the person has a usual place of residence elsewhere will come up for persons who say they do not usually live in the unit. If a respondent still seems unsure of the concept, explain further and probe to determine the correct information.

**Usual place of residence.** The place where a person usually lives and sleeps. It must be specific living quarters held by the person to which (s)he is free to return at any time. Living quarters rented or loaned to someone else or that are exchanged for other living quarters temporarily, cannot be considered as a usual place of residence during the time these quarters are occupied by someone else.

If a person has a usual residence elsewhere, then (s)he is not a household member. You do not ask any further questions of a person who is not a household member. (Unless you are using this person as a proxy respondent for the household.)

#### 3.D.1 Use of Nonhousehold Respondents/Proxy Respondents

Keep your use of nonhousehold respondents to a minimum. Use a nonhousehold respondent only in the following two cases:

- 1) If the household members are physically or mentally unable to respond for themselves and the nonhousehold respondent is:
  - 15 years of age or older, and
  - lived in the sample unit during survey week or spends time caring for one or more members of the household so that (s)he is knowledgeable of the household.
- 2) If all household members were temporarily absent, and:
  - a nonhousehold member 15 years or older stayed in the sample unit during survey week, and
  - the household is not in interview number 1 or 5.

For example, you arrive at an interview number 3's address and the usual residents, a husband and wife, are not home. However, a relative of theirs answers the door and tells you that the couple is on vacation and won't be back until the following week. You would interview the relative if (s)he is 15 years old or older and is staying in the sample unit. You will be getting information about the usual residents but not about the relative staying in the unit. The relative would have a usual residence elsewhere. You would not interview the relative if (s)he stopped by to pick up the mail and water the plants.

**Table C2. Determining Household Membership**

<b>SUMMARY TABLE FOR DETERMINING WHO IS TO BE INCLUDED AS A MEMBER OF THE HOUSEHOLD</b>		
<b>A. PERSONS STAYING IN SAMPLE UNIT AT TIME OF INTERVIEW</b>	Include as member of household	
Person is member of family, lodger, servant, visitor, etc.		
1. Ordinarily stays here all the time (sleeps here).....	Yes	
2. Here temporarily – no living quarters held for person elsewhere.....	Yes	
3. Here temporarily – living quarters held for person elsewhere.....		No
<b>Person is in Armed Forces</b>		
1. Stationed in the locality, usually sleeps here.....	Yes	
2. Temporarily here on leave – stationed elsewhere.....		No
<b>Person is a student – Here temporarily attending school – living quarters held for person elsewhere</b>		
1. Not married or not living with immediate family.....		No
2. Not married and living with immediate family.....	Yes	
3. Married and living with immediate family.....	Yes	
<b>B. ABSENT PERSON WHO USUALLY LIVES HERE IN SAMPLE UNIT</b>		
<b>Person is inmate of institutional special place – absent because inmate in an institutional regardless of whether or not living quarters held for person here.....</b>		No
<b>Person is temporarily absent on vacation, in general hospital, etc. (including veterans' facilities that are general hospitals) – living quarters held here for person.....</b>	Yes	
<b>Person is absent in connection with job</b>		
1. Living quarters held here for person – temporarily absent while “on the road” in connection with job (e.g., traveling salesperson, railroad conductor, bus driver).....	Yes	
2. Living quarters held here and elsewhere for person but comes here infrequently (e.g./ construction engineer).....		No
3. Living quarters held here at home for unmarried college student working away from home during summer school vacation.....	Yes	
<b>Person is in Armed Forces – was member of this household at time of induction but currently stationed elsewhere.....</b>		No
<b>Person is a student in school – away temporarily attending school – living quarters held for person here</b>		
1. Not married or not living with immediate family.....	Yes	
2. Married and living with immediate family.....		No
3. Attending school overseas.....		No
<b>C. EXCEPTIONS FOR DOUBTFUL CASES</b>		
<b>Person with two concurrent residences – determine length of time person has maintained two concurrent residences</b>		
1. Has slept greater part of that time in another locality.....		No
2. Has slept greater part of that time in sample unit.....	Yes	
<b>Citizen of foreign country temporarily in United States</b>		
1. Living on premises of an Embassy, Ministry, Legation, Chancellory, or Consulate.....		No
2. Not living on premises of an Embassy, Ministry, etc –		
a. Living here and no usual place of residence elsewhere in the United States.....	Yes	
b. Visiting or traveling in the United States.....		No

If you have any doubt about the acceptability of a nonhousehold respondent, contact your supervisor prior to conducting the interview.

You must maintain the confidentiality that you promised the respondent and have sworn to uphold when interviewing a nonhousehold respondent. **Therefore, you may not provide the nonhousehold respondent with any other information which was given by household members during previous interviews.** This includes information on household composition, marital status, education, income, etc.

Do not consider a person's vacant living quarters that (s)he offers for rent or sale during his/her absence as his/her usual place of residence while (s)he is away.

### 3.D.1.a Special Circumstances

You may encounter situations when using a nonhousehold/proxy respondent in MIS 2-4 or 6-8 where you need to create a household roster. When creating the household roster, the FNAME screen instructs you to enter all household members starting with the person, or one of the persons, who owns or rents the

unit. In certain situations, the nonhousehold/proxy respondent, who is staying in the unit at the time of interview, may also pay the rent on the unit, but not actually live in the unit.

In this situation, the household roster must be created by collecting the **household members first**, followed by those person or persons just visiting or staying in the unit for a short while, including the person you will list as the nonhousehold/proxy respondent. The household members are “occupying the unit without payment of cash rent,” but as the household members, they must be listed first on the household roster.

### 3.D.2 Families With Two or More Homes

Some families have two or more homes and may spend part of the time in each. For such cases, the **usual** residence is the place in which the person spends the largest part of the calendar year. Only one unit can be the usual residence. For example, the Browns own a home in the city and live there most of the year. They spend their summer vacation at their beach cottage. They do not rent either house in their absence. You will need to verify that these people **usually** live at this household at screen S\_HHMEM (Figure C13).

Figure C13. S\_HHMEM, Usual Residence Screen

Stat	First Name	Last Name	Member	URE	Sex
[1]	Holly	Reynolds	1		2
[2]	Thomas	Reynolds	1		1
[3]	Maureen	Griffin	1		2
[4]	Ricky	Griffin	1		1
[5]	Sherry	Griffin	1		2
[6]	999				
[7]					
[8]					
[9]					
[10]					
[11]					

Use the following to help determine how to classify each home.

- **Conduct an Interview**

If the city home is in sample and occupied at the time of interview.

- **Classify as Type B - vacant regular."**

The summer beach cottage if it is in sample, but not occupied at the time of interview.

- **Classify as Type B - Occupied by URE."**

The summer beach cottage if it is in sample and occupied at the time of interview.

- **Classify as Type A - "Temporarily absent."**

The city home if it is in sample, but the occupants are away at the time of interview.

- **Special Situations**

Retired persons often maintain a winter home in Florida and spend the rest of the year in a home they have occupied for much of their lives. They may consider the older home their main residence.

**If they spend more time in their older home** but the Florida address is in sample, do not interview them there.

**If they spend more time in their Florida home**, interview them there if it is in sample even though they do not consider this their usual residence.

**If a person has two or more concurrent residences** and sleeps part of the week in each, interview him/her in the unit in which (s)he sleeps the greater part of the week. If the time is split evenly between them, interview the person where you find him/her.

Report **children** whose divorced parents have **joint custody** of them and who live 50 percent of the time with each parent in the household where you find them. Otherwise, report them in the household where they live most of the time.

### **3.D.3 Crew Members of a Vessel**

Crew members of a vessel are household members at their homes, regardless of the length of their trips. Do not consider whether they are at home or on the vessel at the time of your visit if they have no usual place of residence elsewhere.

### **3.D.4 Other**

A mailing address alone does **not** constitute a usual place of residence. Usual residents may also include:

- lodgers
- servants
- farm hands
- other employees living in the unit who consider it their usual place of residence
- unmarried children away at school
- persons traveling on business
- persons visiting, on vacation, or temporarily in hospitals (noninstitutional)

### 3.E VERIFICATION OF HOUSEHOLD COMPOSITION

#### 3.E.1 Changes in Household Membership From Month to Month

You ask household membership for the reference person and verify the household roster each month. Any person can change his/her household status during the time in sample. If someone leaves the household, you will delete them from the roster. You will need to indicate if they moved out or died. If a new member moves into the household, you will add them to the roster and ask the demographic items for that person.

#### 3.E.2 Additional Units

As a result of mergers, structural conversions, and other types of alterations, the address may not be enough to adequately define the sample unit. Some of these situations will be apparent before you begin the interview. For example, garages and mobile homes located on the same property as the sample unit may be used as overflow sleeping quarters. These additional units will carry the same interview number as the

parent unit. For more information on additional units consult your 11-8 Listing and Coverage Manual.

### 3.F DATE OF BIRTH

You will ask date of birth in the first month's interview and when you add new members to the household roster. Get the exact date of birth. If you cannot get the exact date, enter the approximate date. If you get only the year (for example, 1913), enter "Ctrl-D" for the month and day.

### 3.G PARENT LINE NUMBERS

You will enter parent line numbers for all individuals in the household. Next, you will enter the mother's line number at LNMOM and the father's line number at LNDAD (Figure C14a). If the mother or father is not a household member, you will enter 0.

After entering a parent line number for an individual, you will be prompted to ask whether the child is the biological (natural), step, or adopted child in screens MOMTYP, for mother, and DADTYP, for father (Figure C14b).

Figure C14a. LNMOM, Line Number of Parent (LNDAD Screen is similar)

Current Population Survey - Ver 2.20 Tobacco ver 1.40

Forms Answer Navigate Options Help

CPS ADDR FAQ Chg Resp ROS OPTOUT F9 Exit/F10

- ◆ Enter line number of mother of Holly Reynolds
- ◆ Ask if necessary: Is your mother a member of this household?

0. No one listed  5. Sherry Griffin

2. Thomas Reynolds

3. Maureen Griffin

4. Ricky Griffin

**Figure C14b. MOMTYP/DADTYP, Parent Type**

The screenshot shows a software window titled "Current Population Survey - Ver 2.20 Tobacco ver 1.40". The window has a menu bar with "Forms", "Answer", "Navigate", "Options", and "Help". Below the menu bar is a toolbar with buttons for "CPS", "ADDR", "FAQ", "Chg Resp", "ROS", "OPTOUT", "F9", and "Exit/F10". The main content area is yellow and contains the question "Is Maureen Griffin your biological, step, or adopted child?". Below the question are three radio button options: "1. Biological" (which is selected), "2. Step", and "3. Adopted".

### 3.G.1 Inclusions and Exclusions

Below is a list of people to include and exclude as parents when determining parent's line number.

Include:

- Natural parents
- Adopted parents
- Step-parents

Exclude:

- Foster parents
- In-laws
- Grandparents

### 3.G.2 Problem Cases

Take special care when dealing with relationships between individuals where the parent is not obvious but is present. You will usually find these cases in households containing individuals with relationships of mother (father)-in-law or grandparents. In most cases, these individuals will be a parent of at least one other individual within the household. Be sure to explore all possible parent/child relationships for individuals listed as mother (father)-in-law or grandparent.

### 3.H MARITAL STATUS

You can usually determine marital status, without asking, from the name and relationship entries. Ask if there is any doubt. You ask marital status in the first month's interview. You do not ask for children under age 15 in the household.

**Include** persons who state they have a common-law marriage as married. **Exclude** "separated" persons or persons who have parted because of marital discord as defined in Figure C14c.

**Figure C14c.** Marital Status Codes

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#### 1. Spouse present

**2. Spouse absent.** In most cases, the correct code will be obvious. However, if there is some confusion, then apply the following rules:

If the spouse is a household member, then enter code "1" for marital status.

If the spouse is **not** a household member and the couple is not legally separated, but parted temporarily for reasons **other than** marital discord (such as employment or Armed Forces), then enter code "2" for marital status.

#### 3. Widowed

#### 4. Divorced

**5. Separated.** Include those married persons who are legally separated, or who have parted because of marital discord but have not yet obtained a divorce.

**6. Never married.** Include a person whose only marriage has been annulled and people living together who make no mention of a common-law marriage.

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### 3.I SPOUSE'S LINE NUMBER

The instrument will prompt you to fill this item for individuals who are "Married, spouse present." The spouse does not have to be eligible for a CPS interview for you to enter his/her line number here. This would occur where a husband or wife is on active duty in the Armed Forces.

### 3.J ARMED FORCES STATUS

All household members (male and female) age 17 or older are eligible for the Armed Forces status questions.

When you ask if a person has ever served on active duty, always specify "United States Armed Forces." You may find persons who have served in the Armed Forces of foreign countries.

Each branch of the military has two components, a regular component and a reserve component.

Use Table C3 on page C3-16 to help you determine if a person is on active duty.

**Active Duty.** Always consider members of the regular Armed Forces, whether currently on active duty or now retired, as having served on active duty.

**Reserves.** Members of reserve components may or may not have served on active duty, since they may be called to active duty by military order. Exclude as active duty the 4-6 month training period served by all reserve members.

### 3.J.1 Period of Service

You ask all persons who have served on active duty when they served. Enter all periods of service in which the person served while on active duty (Figure C15). The instrument will only allow a maximum of four periods of service to be entered.

There are a total of nine periods of service in the instrument. However, since the periods of service are listed based on age, you will not see all nine categories displayed at one time. For example, the instrument will display fewer periods of service for younger persons than for older ones.

Enter the code(s) for the **actual wartime service** regardless of any peacetime service.

For persons who were on active duty for more than one period of service, choose all periods of service in which the person served while on active duty. The household roster screen (H\_HHROS) will display the precode for period(s) of service reported under the AFWHEN column.

### 3.J.2 Current Status

For anyone between the ages 17-64 who reported in previous interviews that they were in the Armed Forces, you will be required to update their status by asking if they are currently serving in the U.S. Armed Forces.

Figure C15. AFWHEN, Period of Service

Current Population Survey - Ver 2.20 Tobacco ver 1.40

Eforms Answer Navigate Options Help

CPS ADDR FAQ Chg Resp ROS OPTOUT F9 Exit/F10

• IF NECESSARY: Previously I was told that Thomas Reynolds served on active duty in the U.S. Armed Forces.

**When did he serve?**

• Enter all that apply, separate with commas  
Mark up to 4 that apply

1. September 2001 or later  4. Vietnam Era (August 1964 to April 1975)  
 2. August 1990 to August 2001  
 3. May 1975 to July 1990

Enter at most 4 values

	Name	Rel	Age	Sex	Cohab	AF Ev	AF When	At now	ED	Dip/Ged	Hgcomp	Cyc	Grprof	6+ cor	MS123
[1]	Holly Reynolds	Ref per	57	2	0	2			46						
[2]	Thomas Reynolds	Spouse	58	1		1									
[3]	Maureen Griffin	Child	37	2											
[4]	Ricky Griffin	Grandchild	8	1											
[5]	Sherry Griffin	Grandchild	5	2											

**Table C3.** Determining Active Duty Status

Type of Duty	Active Duty	
<p><b>Now serving in or has ever been on active duty in the:</b></p> <ul style="list-style-type: none"> <li>● U.S. Army</li> <li>● U.S. Navy</li> <li>● U.S. Air Force</li> <li>● U.S. Marine Corps</li> <li>● U.S. Coast Guard</li> </ul>	YES	
<p>Persons in the Reserves Branch of any of the above organizations (Army, Navy, Air Force, etc.) on active duty status for several months, except for training only.</p>	YES	
<p>U.S. Public Health Service commissioned officers assigned to any branch of the Armed Services (Army, Navy, Air Force, etc.)</p>	YES	
<p>Members of the National Guard in Federal Service (when all or part of their service was during a period when their unit was blanketed into the regular forces by Presidential Order). Exclude the six months of active duty served by all National Guard members as part of their training.</p>	YES	
<p>Cadets in a United States military academy (West Point, Naval Academy, Air Force Academy and the Coast Guard Academy.)</p>	YES	
<p>Persons whose only service was in the Coast Guard Temporary Reserve.</p>		NO
<p>Employees of: Merchant Marine Maritime Commission American Field Service</p>		NO
<p>Civilian employees of the Department of Defense.</p>		NO
<p>Persons whose only active service was in a National Guard or Reserve unit that served for any or all of the following reasons should not be included:</p> <ul style="list-style-type: none"> <li>● For training purposes only.</li> <li>● <b>Not</b> blanketed into the regular forces by Presidential order.</li> <li>● Called into action to help in a local disaster, for example, floods, tornadoes, riots, etc.</li> </ul>		NO
<p><b>Interview and report those cases that you cannot resolve.</b></p>		